

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Computer Virus	
Policy Number: CUP 02	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 1

PURPOSE:

The Montana Chemical Dependency Center is responsible for establishing minimum-security standards and policies, including the physical security of the central and backup computer facilities.

POLICY:

This policy shall govern all entities under the jurisdiction of Montana Chemical Dependency Center.

PROCEDURE:

- I. Users must scan ALL software from outside sources, regardless of their origin. Users must scan ALL diskettes if they have been used anywhere other than their own workstation.
- II. Virus scanning software MUST be installed and used regularly on workstations portable computers.
- III. SCAN EVERYTHING! Users must immediately notify their Information Systems Technician, or designated contact person to coordinate virus removal operations, whenever a virus is detected. Much of the damage attributed to viruses occurs through improper removal attempts.
- IV. Write protect all diskettes whenever possible. A write-protected diskette cannot be infected unless there is a hardware error that disables the write protection. If the diskette requires write ability, you can always enable it at that time. Do not leave diskettes in the computer when not needed. Booting from a diskette transmits 60-80% of viruses. Even if you accidentally leave a diskette in a PC and it reboots due to an error or the power goes off momentarily, the PC will attempt to boot from the diskette if one is in the drive. This can immediately infect the hard disk if a boot sector virus is present on the diskette, even if the boot process is not successful.

Revisions: _____

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